



Data Privacy Statement for Donors

Bridging the Gap (Manchester) (BTG) operates Manchester South Central Foodbank (MSCF).

Personal data

When you provide food donations or gifts in kind BTG will keep some data about you. This includes some "personal data".

What personal data do we hold?

BTG will keep data about you on an on-line data system. This will record your name or the name of your group, telephone number, email address and postal address. This is the only data BTG will usually hold about you. There may also be information about you in emails this information will be kept no longer than needed.

How is your personal data kept safe?

The data is kept in a secure on-line database. This can only be accessed with a login and password. BTG require all users of the system to sign a "data protection statement". This means they know they must keep your data safe, and only use it for the right purposes. All our other volunteers also have to sign a confidentiality agreement. BTG are as careful as possible to make sure no unauthorised person can log into the data system. For example, when a volunteer leaves the foodbank, BTG stops their access to the data system.

What is your data used for?

Your data will only be used to contact you about food donations. For example, this could be to advise you of shortage items, to thank you for donations, or to prompt you about delivery arrangements for harvest or Christmas donations. BTG may also use your data to send you newsletters or information about the work of the foodbank. There is a separate Data Privacy Statement for "Supporters". Please ask if you would like to see a copy of that Data Privacy Statement.

Does the foodbank have a right to your data?

Under Data Protection legislation, BTG needs to have a "lawful basis" for keeping your data, and for using it. There are several types of "lawful basis". One of them is called "performance of a contract". When you become a donor, we enter into a "contract" or relationship together. You undertake to make food donations to the foodbank; we undertake to give you information that will help you. To do this, BTG needs to hold data about you. That is why the lawful basis for holding your data is "performance of a contract".

If BTG sends you newsletters or information about the work of the foodbank, the lawful basis for this is "legitimate interest". As a supporter group, BTG believes that it is reasonable ("legitimate") for BTG to keep you informed. Newsletters or similar communications will always have an opt-out or "unsubscribe" option.

Who can see your data?

Your data on the on-line system can only be seen by authorised people who have been given a login and password for the data system. BTG is as careful as possible to make sure no one else has access to your data.

How long will your data be kept?

Your details will be kept as long as you are happy to be a donor. You can stop being a donor at any time, BTG will delete your organisation's data from the on-line system's record of active donors. The data system will still record donation amounts and dates, but your contact details will not be kept.

Who can you speak to if you have questions?

If you have questions about your data, and what we do with it, you should contact the Project Manager at info@manchestersouthcentral.foodbank.org.uk or telephone 0161 226 3413

What rights do you have?

You have a number of rights under Data Protection legislation:

1. **Right to be know what data we hold**
You have a right to know what personal data BTG holds about you. This Data Privacy Statement describes the data that we will hold. But you can ask if we have any other data about you which is not covered by this Data Privacy Statement.
2. **Right to have a copy of the data we hold**
You can ask for a copy of the data BTG holds about you. This is called a "subject access request". If you make a "subject access request", BTG will give you a copy of all the data held about you within one month of a subject access request. If it helps, you can be provided with the data in a computer file.
3. **Right to object**
You can object if you think we are using your data in the wrong way. You can also object if you think we don't have "lawful grounds" for using your data. We will give you a statement explaining why we use your data and explaining the "lawful grounds". If you are still not happy, you can complain to the Information Commissioner's Office. If we find we are using your data in the wrong way, we will stop immediately and stop it happening again.
4. **Right to have your data corrected**
If you think there is a mistake in your data, please tell us. You have a right to have it corrected. We may need to check what is the correct data, but will put right any mistakes as soon as possible.
5. **Right to be forgotten**
We promise to remove your data after six years. You have a right for this to happen, because we don't generally need to keep your data any longer than six years.

Finally, if anything happened to your data that could be a risk to you, we will do our best to tell you as soon as practicable possible.